

SQIG History Documentation

From August 1991 to March 1998

Information from August 1 & 2, 1991, meeting minutes.

NUPIC:

- The NUPIC pointed out specific benefits. These include direct cost savings due to sharing audits, increased visibility to suppliers and improved response to corrective actions, avoidance of audit fee imposition by suppliers, improved consistency in the presentation of quality standards to suppliers, and regulatory support. The presentation addressed the NUPIC Memorandum of understanding, Charter, Joint/Member Audit and Commercial Grade Item Survey programs and procedures, audit team makeup and qualifications, member commitments for leading and participating in audits, and the development and use of checklist.

Supplier Information

- It is the responsibility of each member to obtain and review copies of the actual reports from the originators and to determine to what extent the information can be utilized to support approval of suppliers.
- Each supplier identified, as a candidate for the system will have a record corresponding to each separate audit performed.
- The records will be at a level of detail sufficient to identify evaluation of each of the eighteen criteria of NQA-1.
- The system is intended as a tool to assist in evaluations rather than as a performance reporting system.
- The system is not to be construed as defining an Approved Suppliers list (ASL). The intended use, as agreed by the members, is to check the list for entries related to a particular product/supplier at such time as a need for that supplier is identified. If a match is found, the contractor will request from the originating contractor a paper copy of the report. Upon receipt, the contractor must review the report within the context of that contractor's quality program and independently determine the report's suitability to support supplier approval.
- There was concern about the legal issues of sharing supplier information. Bill Xavier of the EG&G Corporate Office, commented that because supplier evaluations are performed on behalf of the government, the resulting information is public property and is obtainable under the Freedom of Information Act. There should be no problem as long as proprietary information is not involved.
- The Name "DOE Contractors Supplier Quality Information Group" was selected as the group's name.

Membership

- Membership is limited to DOE M&O Contractors with each having one voting member. The Steering Committee would make regular presentations to DOE.

Information from October 9-11, 1991, meeting minutes

At this meeting they developed the following topics

Purpose

Organizational Structure

Operations

Participation

Membership agreement

This group at this time developed a draft charter.

Elections held

Chairman Rick Reiss, EG&G Rocky Flats

Vice Chairman Bill Pardee, Westinghouse Savannah River Site

Secretary Bennie Gonzales, LANL

Directors:

Janet Tucker, Mason & Hanger, Pantex plant

Garth Thomas, EG&G Idaho

George White, Allied Signal Aerospace, Kansas City

Working Groups

Audit Procedure

Audit Checklist

Database.

Information from January 21-23, 1992, meeting minutes

Established the **Compliance Committee** for the purpose of validating the SQIG Audit Checklist and Joint and Shared Audit Procedures. This committee was charged with ensuring that both procedure and checklist are documents, which can be consistently applied.

SQIG Audit Checklist

This committee was charged with ensuring that the checklist not focus on the requirements and criteria of any one particular quality program. Rather, the checklist should incorporate other quality program requirements and criteria.

Qualified Lead Auditor

The requirements for certified lead auditors to conduct audits originate in NQA-1 and ANSI N45.2.23-1978. Accordingly, the SQIG agreed that the procedure would not require all audit team members to be certified lead auditors. However, it was agreed that provisions and controls should be established to ensure that all auditors participating in SQIG audits be experienced and qualified to assume the responsibilities of a audit team leader.

Database

History, EG&G Idaho Falls began programming a supplier evaluation system module for the SPMS/ORPS system in 1989. This effort was stopped because it was a low priority and legal personnel felt suppliers would be blacklisted as a result of these audits. The issue was revived in 1991, primarily driven by counterfeit parts and tiger team findings. The Nuclear Procurement Issues Committee (NUPIC) would not allow DOE contractors to be members but have shared lessons learned and procedures they have developed. SQIG was organized in August 1991.

Current Status, This is a means of sharing information. Suppliers are not “approved” or “qualified.” An interim list is being used until the SES database is on-line. The charter and memo of understanding have been approved and a steering committee elected. A procedure is being finalized covering auditor qualifications and scheduling/performing audits. Standard checklists are being developed. A Compliance Committee has been elected to verify adherence to procedures. There are 18 members of SQIG. To be a member of SQIG you must be a DOE Contractor.

Information from April 21-23, 1992, meeting minutes

Richard E. Spence, Director, Yucca Mountain Quality Assurance Division for the US DOE Yucca Mountain Site Characterization Project addressed the SQIG membership regarding his organizations efforts to promote SQIG.

Jim Harper, Assistant VP of SAIC, welcomed members to Las Vegas and added his support to SQIG.

Reviewed the 20/20 Video on Suspect Fasteners.

Jim Harper gave an update on the Nuclear Quality Assurance Committee. They will combine NQA-1, 2, & 3 Into one document.

Work done on the Database the main topic of this meeting. The Disclaimer for the database was approved at this meeting (This is the one currently on the SQIG Home page).

Information from November 4-6, 1992, meeting minutes

The joint audit checklist was accepted as the Audit standard.

Report on 5700.6C Panel discussions.

Audit reports will only be sent to SQIG members. Copies of the checklist will be sent to members if they are requested.

Mr. Mike Chestnut was elected as Co-Chair to Rick Reiss. All other positions remained the same as per the last election.

All joint audits will be reviewed by the SQIG compliance Committee to ensure acceptability with SQIG standards. Proposed to this committee that they audit each member organization's program/auditor qualifications as though each member is a supplier to another member for audit personnel. This may be accomplished by providing program documentation to the committee for a quality records review. The records of these audits will be provided to the MOU signers for their review.

On the topic of complications involved in the distribution of the audit information, Les Wagner, DOE HQ/OCRWM, informed the membership that NUPIC does not indicate in their database whether a supplier is approved or disapproved; they only maintain files of information gathered for others to evaluate when deciding whether or not to approve a supplier. Garth Thomas reported that DOE does not want to create a "blackball" list against which it can be challenged and or sued. Until legal issues are resolved, SQIG will distribute a generic list of suppliers surveyed from which SQIG Representatives may request audit information.

Garth Thomas reported that there are still legal issues surrounding the topic of the SQIG database and the DOE does not want to assume responsibility for the data base and its use until legal issues are resolved. Rick Reiss is planning to make a presentation to DOE HQ on SQIG and its benefits.

Les Wagner, DOE HQ/OCRWM, asked why the SQIG would audit companies already holding ASME certification. Chuck Taylor, REECO, informed the membership that a recent NRC Bulletin stated that they will no longer accept ASME certification as a sole method of qualifying a supplier; organizations wanting to use these companies still need to verify implementation of their ASME certified programs.

A question was raised regarding the qualification of large companies that have multiple locations. Does each location require a separate audit? It was agreed that these situations should be considered on a case-by-case-basis.

Information from February 2-3, 1993, meeting minutes

Rick Reiss discussed conversations, which had taken place with DOE concerning SQIG. DOE would like the function to be M&O Contractor managed and feels that it is a valuable way to save money. There is a draft document circulating through DOE headquarters dealing with suspect parts that recognizes SQIG as an effort to share supplier information.

Maintenance of the INEL SQIG database was officially declared on hold due to budget and liability issues.

Shall SQIG require all Lead Auditors to be certified? It was agreed that for all Joint and Shared audits, the answer is YES. For all “other” classified audits, the answer may be no.

A checklist for reviewing supplier audits/surveys was presented by the Compliance Committee Chairman. After discussion, the checklist was approved for use.

Information from June 7-9, 1993, meeting minutes

Rick Reiss provided the meeting attendees with a brief summary of the DOE Quality Managers meeting topics that related to the SQIG group. The charter of the “Energy Facilities Contractor Organization Group (EFCOG)” was discussed with the proposal that SQIG become a sub-committee under the EFCOG charter. This committee composed of high level M&O contractor executives that could provide the SQIG group the required support for future development. SQIG members supported this effort.

The proposed SQIG disclaimer statement was reviewed by meeting attendees without any changes being proposed. The usage of this disclaimer was discussed and the decision was made to use the disclaimer on all SQIG information that is shared under the program. The usage of the disclaimer would include the transmittal of correspondence between members.

Reynolds Engineering Electric Company (REECO) provided the meeting attendees with a brief explanation of their usage of SQIG as a CPAF commitment. DOE has agreed to add this criteria to there Cost Plus Award Fee (CPAF) based on REECO being able to provide a cost savings from its use. REECO received a designation of “Notable” as part of its CPAF evaluation process last year. Martin Marriettia Energy Systems (MMES), Martin Marriettia (MMS), and Mound also identify SQIG as a CPAF requirement.

Larry McCabe, DOE/HQ provided a brief presentation on the reporting process for suspect/counterfeit parts into the Occurrence Reporting and Process System (ORPS).

In order to develop a consistent methodology for providing SQIG information to DOE upon request, the membership concluded that the best approach would be to utilize the disclaimer and any additional information specific to a particular member’s program requirement.

Several procedure changes were made to the SQIG Joint and Shared Audit Procedures.

A “Self-Assessment straw-man was distributed to meeting attendees who were asked to complete the questions pertaining to their specific supplier program and maturity levels.

Garth Thomas, EG&G Idaho has provided the official interpretation of this issue from the ASME NQA-1 committee, (see attached).

Information from September 21-23, 1993, meeting minutes

Check lists completion improvements:

The specific area needing improvement is the need to document the methodology used in determining a suppliers satisfactory meeting of each checklist requirement. This methodology should entail the documenting of objective evidence or an explanation of the thought process used to arrive at the satisfactory conclusion. This same process should be used to document a supplier's inability to satisfy a checklist requirement or in determining that a checklist requirement is "Not applicable".

The SQIG Joint and Shared Audit Procedure was revised to include this improved checklist completion criteria as a requirement.

Steering Committee Elections

Vivian MacAurther, Allied Signal, Secretary

Kevin Holsapple, Los Alamos, Director

Andy Kirluk, Martin Marietta, Director

Decisions were made to assign specific working group responsibilities to the directors. The three assigned were:

Utilization Data	Kevin Holsapple
Compliance Committee	Garth Thomas
Audit Selection/Scheduling	Andy Kirluk

Additionally the steering Committee was expanded to include the position of database Administrator. That position is currently held by Jack McKinnon, Rocky Flats.

Members were requested to utilize the SQIG checklist whenever possible during the next quarter and be prepared to discuss the positive and negative aspects of the current checklist. In addition, each member site was requested to come prepared to come to the next meeting to discuss their willingness or their reluctance for using a common SQIG checklist that would be incorporated into each sites program.

EFCOG Presentation

Information was handed out that provided details on the requirements for becoming a working group and also an Operating Manual that described approved practices for running the working group. The steering committee was tasked with reviewing this material and investigating any question or concern that might exist. A summary presentation of the group's findings will be part of the next meeting agenda for discussion.

Analytical Laboratory Audit presentation

After identification of the audits that are scheduled or planned, it was evident that the commonality of the supplier base for all sites was more significant than the SQIG group had ever experienced. This commonality also increases the cost saving potential of sharing Analytical Laboratory audit information.

Changes to the Audit Performance section and the audit reporting sections were approved.

General discussion concerning the group's need to capture Utilization Data, what format to use, and the benefits it will provide the group were addressed.

Larry McCabe, DOE/EH gave a brief presentation to clarify the current DOE Order 5300.3B reporting requirements for suspect/counterfeit part.

Information from January 19 & 20, 1994, meeting minutes

SQIG Utilization Data (started capturing this information)

The data collected includes the costs associated with participating in the SQIG program (i.e. meeting costs, travel costs, etc.) in comparison to the costs realized through sharing of information. The initial savings estimates totaled \$55,000, however this did not include any meeting costs for this quarter.

The Steering Committee proposed that the Vice-Chairman position is eliminated and a new Director position is added to the Steering Committee with working responsibilities. The responsibilities of this new director will be to keep up to date the SQIG procedures, Charter, memorandum of Understanding and other administrative documents within the SQIG group as required.

SQIG Video tape is currently in production.

Audit Selection/Scheduling. Many commodities were identified (i.e. fasteners, analytical labs, shipping containers. From the submitted schedules for the various SQIG members a schedule will be developed.

GIDEP Briefing

Paul Chimah, DOE, DP-65 provided the membership with an overview of the GIDEP program that included information on how to get involved.

Brainstorming for the Future (what were the results of the effort)

In an effort to identify the SQIG priorities for the future, the Steering Committee agreed to change the meeting agenda to an open format for membership to express their opinions on the most important issues.

The Steering Committee will develop a "Program Development Plan". This plan will identify the group purpose, background (historical), opportunities, mission, objectives, organizational structure, tasks, and methods of accomplishment as major areas of the plan format. Tentative completion of their activity will be by the next meeting (this is now called the Strategic Goals Implementation Plan).

Information from April 20 & 21, 1994, meeting minutes

SQIG Chairman proposed new meeting format:

- Reading of the minutes
- Reports for directors
- Reports from working groups or outside sources
- Unfinished Business
- New Business
- Working group break-outs

Election of Officers. No Change

It was moved to add the Database Administrator to the Steering Committee. The membership approved this change by majority vote.

Compliance Committee

It is recommended that the procedure be amended, to place the compliance issue as a responsibility of the Lead Auditor, rather than a committee function.

SQIG Video Presentation

Los Alamos presented the SQIG Video along with brochures.

Status of development Plan(s)

A process improvement plan will be developed to address opportunities for improvement of the SQIG Processes. Thirteen issues were identified by the membership during the last meeting. The SQIG Steering Committee has recommended task team leaders for major issues. Teams will develop action plans, assign responsibilities, and ensure completion of tasks.

Information from July 26 & 27, 1994, meeting minutes

Attending this meeting was Bob Newberry, DOE HQ.

Utilization data: Gross savings \$50,000 and a net savings of \$30,000. This brings the past three-quarters total for a net savings to \$160,000.

Compliance committee: Garth Thomas reaffirmed to the membership that the responsibility for compliance to SQIG programmatic requirements for audit documentation belongs with the contractor acting as “lead” on shared audits.

Database working Group: The DOE Technical Information System (TIS) is also being investigated for potential use in administrating the SQIG database.

There was discussion on why the procedure for joint and shared audits was eliminated for the charter.

SQIG Development Plan - Mike Chestnut presented the steering committee’s recommendation for the SQIG development plan and action plan format to the membership for discussion. Clarification was needed for the proper title of ASME Certified Suppliers List. The steering committee will seek resolution to the document title and incorporate the change, if necessary. Bob Rinderman motioned to accept thew plan with changes as discussed. Garth Thomas seconded the motion. Approved by majority vote.

Information from October 26 & 27, 1994, meeting minutes

Working groups reports:

Standardized Analytical Laboratory Evaluations (SALE) - Mary Forest reported that the committee has developed checklist and compiled them into a notebook. Example checklist for environmental, TSD, chemical analysis, 5700.6C. Etc. is available upon request.

The inspector General is interested in the SQIG/SALE activities and the sharing of audit information. The IG is investigating the redundancy in laboratory assessments, use of small business, etc.

Gloria Mencer and Mike Chestnut represented SQIG/SALE at the Hanford meeting to promote SALE as an option to the current movement of the A2LA lab certification and accreditation activity. There was concern expressed regarding the lack of in-depth checklist or demonstration of technical expertise in the present A2LA accreditation process. The SALE committee endorses the use of performance-based checklists and joint audits as the preferred methodology.

Endorsement by the DOE Program secretarial Office (PSO) could enhance the potential use of Technical Information System (TIS) as a mechanism for communication and sharing information.

Garth Thomas is attempting to gain DOE endorsement of the SQIG as the recognized entity to perform assessments and share data. He has drafted a letter to the PSO, including copies of the charter and development Plan. Garth will send a copy of the entire package to each representative by November 15, 1994. It is critical that each site gain support from their area office.

The standardization Team will develop a letter to explain the SQIG concept of sharing information among DOE contractors. The letter should encourage the evaluated suppliers to direct other DOE contractors to the SQIG. This could result in increased utilization and savings. The draft is due by 1/95.

Information from March 21-22, 1995, meeting minutes

Steve Stein was chosen to serve as the interim database administrator. He will be working with Jack McKinnon.

Work on the SALE checklists continues. SALE may need to meet more often until the program is fully implemented.

Scheduling and Selection working group: The team is making final consideration plans to develop an "Information Notice" to alert SQIG members of potential supplier issues as a result of comments returned on the "Audit Scheduling Notices" currently being implemented.

Database working group: Kevin Holsapple discussed the efforts to put the SQIG data base on the World Wide Web.

Standardization Working Group: Mike Chestnut reported that there is some activity at INEEL regarding the assessment of the legally liability issues, but with the loss of Garth Thomas as well as his brief replacement to retirement, no significant progress has been made toward a final position.

DOE Headquarters Endorsement: Some discussion was held concerning the appropriate contacts within the DOE organization to gain and strengthen support for the SQIG program. The PSO's may be a starting place. Mike Chestnut and Jack McKinnon are planning to meet with representatives at DOE headquarters, possibly the Director of the Office of Quality Management around March 28, 1995. They intend to make a presentation to show the SQIG benefits and capabilities. The objective of their visit will be to gain support for the universal participation in the SQIG program through out DOE to produce a more cost-effective supplier evaluation process for all DOE contractors.

Information from July 11-12, 1995, meeting minutes

Utilization data: Cumulative tot program savings of over \$320,000. An overall net program saving of \$235,000 has been realized. Cumulative total 119 audit reports were shared as of the end of the first quarter CY95.

Database Administration: Presented features of the SQIG database Home Page accessible through the World Wide Web. Kevin Holsapple may attempt to contact other accreditation agencies possible links to SQIG such as A2LA, DEMSAR, and NADCAP (National Aerospace and Defense Contractor Accreditation Program).

Scheduling/Selection Report: Andy Kiriluk discussed how audit schedule information contributed to SQIG is compiled into the Consolidated Evaluation Schedule. Andy observed that most audits are being scheduled in the commodity areas of:

- Waste (hazardous materials) containers
- Analytical Laboratory Services
- Sample Bottles
- Impact Inhibitors,
- Calibration services

Andy reminded members that Audit Scheduling Notices (San's) are being used from the working group to selected members contractors asking them to consider taking advantage of possible opportunities for joint, shared, and geographically partnered audits. At Andy's invitation, Dan Bolinger reported that several "fasteners supplier" audits were shared during the current quarter through the use of this ASN process.

Guest Speaker Presentations

Joan Fisk, EPA-Albuquerque. Discussed a program that entails the sharing of information about laboratories which are used in common by DOE contractors involved in Environmental Remediation and Waste Management (ERWM) activities requiring the use and evaluation of analytical laboratory services. She discussed the need for clarification of regulatory requirements, standardization of checklists, and definition of technical auditor qualifications.

Phil Kruger, member of the Grant Thornton firm of accountant and management consultants, provided a presentation of a system developed by the Minnesota Technology, Inc., over the past two years using experience data from 12 OEM and 35 suppliers. The system uses 57 questions covering process control, customer support, and management commitment to continuous improvement. The questions are grouped into 10 topical sections and a 1,000 point scoring system is used. The system is based on the Malcom Baldrige Nationally Quality Award, FDA Good manufacturing practices, and ISO 9000. Phil emphasized the importance of certified auditors to conduct this process which is intended to effectively reduce redundant audits of suppliers. The pilot test will be conducted with Lockheed Martin and Minnesota Consortium for Defense Conversion (MCDC).

Information from December 5-7, 1995, meeting minutes

Guest Speaker

Mr. Ron Cerzosimo, Vice President of KEMA, International Quality Consultants, presented comments on the benefits of auditing suppliers to ISO program requirements. Mr. Cerzosimo provided information on General requirements for the competence of calibration and testing laboratories (ISO/IEC Guide 25-1990) and Guidelines for Environmental Auditing - General Practices (ISO/DIS 14010 Draft). He discussed the implications of new initiatives related to ISO 9000 and ISO 14000 series standards and their acceptance as quality program standards on a worldwide scale. He emphasized that the goal of ISO 9000 is not certification, but to provide evidence and confidence that quality is being managed and that expectations are reliable and predictable.

Scheduling Working Group

Brainstorming in the working session indicated that people do not contribute fully to schedule sharing because of

- A lack of knowledge of the SQIG system,
- Lack of clear identification of responsible database contacts,
- Differences in member programs.

The use of a standard orientation package being prepared by the standardization committee and the tutorial resources expected from the database upgrade would be targeted to those people who supports the scheduling activities for the member contractors. These initiatives are expected to improve the level of support which SQIG representatives receive from their organizations by increasing the depth of understanding about how SQIG can benefit those organizations.

Information from April 30, to May 2, 1996, meeting minutes

- Chairman Mike Chestnut will resign effectively June 19, 1996.
- Department of Energy Headquarters (DOE/HQ) continued to applaud SQIG but not support us.
- Their employers laid off several SQIG officers.
- Attendance at this meeting is alarming low.
- Joint audit partnering was nonexistent.
- Support of and participation in SQIG were at critical levels.
- Discussing on the Contractor Purchasing Council was tabled.

Roy D. Capshaw, DOE Nevada's Performance Assurance Engineer suggested that SQIG align with existing systems/programs that produce "quality" procurements, such as the suspect/counterfeit products prevention program, to gain visibility within DOE/HQ.

DOE Defense Programs (DP) claimed that its need for weapons-related suppliers was not being fulfilled by SQIG. This was acknowledged but went unresolved, because there appears to be no way to help DP when so few DOE/DP contractors participate in SQIG and submit weapons-related supplier information to the database.

Information from September 17-19,1996, meeting minutes

Like the Phoenix that rose from the embers, SQIG soared with a reborn pride in past successes and a clear vision of its value to the Department of Energy (DOE). SQIG's new direction was chartered at this meeting, as SQIG continued to feel the effects of continual downsizing in the contractor and DOE communities.

Elections were held:

Chairman	Steve Stein
Co-Chairman	Don Reagan
Secretary	Pat Mars
Directors	Tony Cannon
	Lily Reese
	Jim DeMarre
Database	Steve Stein

Utilization Data: Net program savings, \$453,000 through second quarter CY96.

Database Administration, Demonstrated the SQIG Home page.

SQIG Questionnaire results were presented. Representatives from 21 current or former SQIG members responded to the questionnaire. The results from this were that SQIG is either useful (although improvements can be made) or it's not useful until those improvements are made. Many improvements are tied to DOE/HQ endorsement and a resultant standardization of supplier quality activities that won't be forthcoming.

DOE/HQ Support

Steve Stein reported for Mike Chestnut that the steering committee's inability to obtain DOE/HQ's endorsement of SQIG was a major disappointment, and that a resolution of potential legal issues was at a dead-end for the same reason.

Audit Scheduling Selection Working Group

Representatives need to announce planned audits by using and updating the SQIG database's scheduling module in conjunction with the list-server electronic mail. Tony recommended that this group be given a new mission.

Standardization working group

Reported that all action items were completed and that SQIG is about as standardized as it can be until DOE provides specific direction or endorsement. Recommended that this group be given a new mission.

Created new and Old Working Groups:

- Analytical Laboratory Group - Old
- Audit Scheduling and Selection- -Phased out
- Standardization - Old

- Database - Old
- Membership and Marketing Communications - New
- Newsletter - New

Information from SQIG Meeting February 4-6, 1997

SQIG Members:

The following is an action item list that has been developed from SQIG minutes from our February meeting. Please review and if these action items were assigned to you please come prepared to report-out on them.

Ron Natali
SQIG Secretary

- Ron Natali will use the internet to obtain utilization information and to communicate with committee members.

Request from Steve Stein (database)

- Each organization should assess this information and become familiar with (SQIG home page and database). Please pass any questions or problems to the data base committee (see address list).
- The process for using SQIG will be better explained on the home page. This improvement will come from the Marketing and Communication Committee.
- Steve will provide the necessary fields in the database. When these fields are added, SQIG members accepting ISO supplier certification will need to provide the data for the acceptance.
- The data base committee will develop a users guide for members. When this is available it will be given to Lily Reese to add to the new SQIG membership and training manual.
- ***The standardization committee*** has requested that anyone who down-loads the software and data please keep tract of problems encountered, how long it took, did you need any technical assistance in getting it running, and if you needed technical assistance what kind of help was required. Please send this information to the chairman of the Standardization Committee, Herb Richardson.
- ***Dave Torczon***, indicated that he would talk to Rick Reiss who was one of the original founders of SQIG to see how it actually got started and see if there really was an initial tie to DOE.
- ***Don Reagan*** asked that each member work through its DOE field office to obtain their support and blessing. This will be a start for DOE recognition.
- ***Don Reagan*** asked that members do what they can to get stronger support at their local facilities.
- ***The Marketing Committee*** was asked to determine what we really need from DOE. What are SQIG's long term goals.

Ronald B. Natali

- A request was extended to all members to look through their own personal records to see if they have any information dealing with SQIG, such as minutes, committee notes, etc

Tony Cannon, Hammer Award

- Requested that comments be returned to him no later than February 28, 1997. (Lockheed Martin Energy Systems, P.O. Box 2009, Mail Stop 7596, Oak Ridge, TN 37831-8234.)

Steve Stein

- Will look at seeing if we qualified for the DOE quality award.

Chris Arana

- Will ask about recognition awards with the local DOE office in Albuquerque, NM.

Lily and Jamie

- Awards and recognition will be looked into by Lily and Jamie. They will see about gifts and plaques and also certificates. Estimated cost range is approximately \$25-40.

Steve Stein

- will have a new field put into the data base that will be either a “Y” or an “N” to indicate if the supplier history is available or not.

DATA BASE COMMITTEE

- Request that SQIG members supply data to them in a timely manner.
- Members need to evaluate their data that has been put into the database to make sure that it is current.

Marketing Committee

- Charter, Assigned to Tony Cannon and Don Reagan.
Revise mission, purpose and process statements.
Review charter
Review Memorandum of Understanding (MOU).
Policy on sharing information.
Define what is meant by “Standardization.”
SQIG legal review, authorization to share audits of suppliers
- Self-Assessments, Assigned to Tony Cannon and Don Reagan.
Examine effectiveness of working groups.
Improve preparation of meeting, both the working groups and the general meeting.
- DOE Support and Endorsement Assigned to Steve Stein and Don Reagan.
White paper needs to be completed and submitted.
Define endorsement.
Contractors purchasing Council (Dave T.).
QA Working group.
EFCOG.

- Marketing Tools
 - Awards and recognition. Assigned to Lily Reese.
 - Newsletter Assigned to Lily Reese & Ty Nemeth
 - Brochure Assigned to Tony Cannon & Don Reagan
 - Develop marketing kit
 - Develop training manual Assigned to Lily Reese.
(This will also develop into the SQIG membership book)
 - Work on developing recognition by external groups.

Newsletter working group, Lily Reese

- Work on determining the status of the current newsletter.
- Lily will talk with current and past working group members to see if they are still interested in serving on this working group.
- Lily will query members quarterly to see if there is new information for new issues of the newsletter.

Information from SQIG Meeting August 19-21, 1997
Action Items from the

August 19, 1997.

Steering Committee

Action Item: Need to finish the Charter and the operational documents prior to the next SQIG meeting.

Marketing Committee

Action Item: Develop a marketing kit for new members. This kit will consist of:

- SQIG brochure
- Video about SQIG
- Copy of the Charter and Operational documents.
- Copy of the Memorandum of Understanding (MOU)
- Information to access the data base
- Utilization forms along with their instructions
- Copy of the most recent SQIG Newsletter
- Web Site Address
- Introductory Letter welcoming the New Comer.

Database Committee

Action Item: Please provide to Steve Stein what we have as a quality history on suppliers.

General Discussion

Action Item: Dave Torczon will follow up on letter from Mr. Hopf endorsing SQIG.

August 20, 1997

Standardization Committee

Action Item: Mr. Arana presented a new standardized checklist. He asked the members to review it and if possible use it and to provide feedback on its acceptance. Comments are to be provided to Chris by October 19, 1997.

Conference call with Dennis Feck

Action Item: Mr. Feck has asked what does SQIG expect of the QA working group.

Hammer Award

Also Mr. Torczon indicated that the Hammer award application is with Mr. Hopf and he will deliver it to the White House.

Energy Quality Award

- At the next SQIG meeting we will discuss the DOE's Energy Quality Award. We will use this as a self assessment of SQIG.
- A presentation will be put together by Steve Stein, Lily Reese, Chris Arana, and Dave Torczon.

Database

Action Item: Get to the Contractor's Purchasing Council, Nuclear Weapons Committee and show them what fields are already in the SQIG database and see what they would like to add.

From Meeting Dated March 24, 1998

Hammer Award

The application is currently in the National Performance Review Office.

Developing a SQIG Booth

This action item was given to the Marketing and Membership committee.

Utilization Data

To help in this area, it was proposed that a three month calendar be posted on the SQIG home page of up and coming evaluations. That way, those who wish to participate in a joint evaluation can and those who want a copy may request one. Those evaluations that come at the last minute will be posted on the SQIG list server. The SQIG Secretary, Ron Natali, will look into producing this calendar.

Another point was addressed concerning utilization data, namely that the forms might be too complicated. This also raised the question that we might be reporting the wrong data. We discussed the idea of reporting man-hours saved rather than dollars. If man-hours were reported individual sites could then apply their own rates to them to establish their own cost savings. *This action item was given to the Database Committee with help from the Utilization person, Ronald Natali.*

Steve asked how well each one of us interacted with procurement. The answer was not well. When procurement uses the SQIG database, they view it as an approved supplier list. They assume that if a supplier is on the list it's OK to use them. Steve proposed to the Steering Committee that we invite our procurement counterparts to our next SQIG meeting.

From Meeting Dated March 25, 1998

Development of a SQIG booth. This was tasked to the Marketing and Membership committee

We discussed the idea of reporting man-hours saved rather than dollars. If man-hours were reported, individual sites could then apply their own rates to them to establish their own cost savings. **This was tasked to the database and utilization committees.**

Tony Cannon asked about the status of the SPAT-15 committee.

SPAT-15 is the acronym for, "Special Process Action Team Number 15. They are chartered to look at all the assessments process through the DOE complex. This group has determined that there are multiple layers of assessments. EH-2 has gotten involved, but, they do not agree they should be involved in the process. They will be looking for a common ground to do assessments. For more information contact Jack Bartley at LBL, (510)486-7488. **Tony Cannon was tasked to look into the status of this committee.**

March 26, 1998

The legal issue about being able to publish a list of evaluated suppliers was discussed but not resolved. **The Steering committee will continue with this issue.**

SQIG needs to state that the Quality Assurance Program that the supplier is evaluated to may not be the one that is in effect at the supplier. For example, XYZ Company may have an ISO 9001 QA program, but BNL may need to Qualify the supplier to DOE 5700.6C. BNL conducts the evaluation but has established a matrix that shows the elements of 5700.6C map into ISO 9001. **This action item was assigned to the Database committee.**

The SQIG database may only reflect the product code that a particular DOE Contractor was looking at when the evaluation was done. The Supplier may have others when the evaluation was done but not listed in the SQIG database. A note to this effect will be placed on the SQIG home page. **This action item was assigned to the Database committee.**

The charter should have a section dealing with the importance of sharing evaluation and that this is the foundation of SQIG. **The Steering committee will continue with this issue.**

Recommendation to the Database chairperson, Steve Stein, was that the WEB page be re-structured so that when an individual first signs on the SQIG home page they see the disclaimer and they must push/click a continue button to reach the actual SQIG home page. **This action item was assigned to the Database committee.**

Recommendation was given to the Steering Committee to have a technical editor look at the disclaimer. **This action item was assigned to the Steering committee.**